

**From:** Cynthia Caporale/ESC/R3/USEPA/US  
**Sent:** 2/8/2012 12:48:50 PM

**To:** Richard Rupert/R3/USEPA/US  
**CC:** Cynthia Metzger/ESC/R3/USEPA/US@EPA; Fred Foreman/ESC/R3/USEPA/US@EPA  
**Subject:** Data Verification and Reconciliation

Rich,

The reports that are being uploaded to the FTP site are final reports from the laboratories. These reports have been thoroughly reviewed and are ready for your use.

As we discussed, these reports have not been reconciled with the field QC and documentation so additional checks may be warranted. Below are some of the items that probably should be reviewed prior to release of the results. Additional items may be highlighted during the site-specific QAPP review.

Example checks to consider but not limited to:

- Verify Field documentation and COC information matches what is presented in the laboratory reports. (This is also done during data validation but only with COC and tracking reports)
- Review report narratives for any QC impacts affecting data quality objectives; determine if data are usable for the specified purpose
- Conduct a completeness check to verify all analyses requested per sample are included in reports (we are doing this as well when tracking shipments)
- Assess field quality control (examples but not limited to: assess acceptance of field duplicate results, assess potential blank contamination)
- Assess field measurements with lab results, if applicable (example - pH, PID measurement)
- Spot check Qualifiers on hardcopy reports or pdf files are included in the EDD files provided (for example: if result was qualified "B" was that "B" carried over into Scribe)

Cindy

Cynthia Caporale, Chief  
OASQA Laboratory Branch  
U.S. EPA Region III  
Environmental Science Center  
Fort Meade, MD  
(410) 305-2732  
Fax: (410) 305-3095